



2222 Marion-Mt. Gilead Road Marion, OH 43302 (740) 389-4681 Ext. 110

### NURSE AIDE (84 Hours)

\*Fees subject to change.

**Emeline Kelly, Manager**  
**Cindy Salyer, Nurse Aide Training Coordinator**

Course Description: This 84-hour program training in basic nursing care by the use of classroom instruction, lab practice, and actual clinical experience. The content follows guidelines mandated by the Ohio Department of Health and Ohio Department of Education. Emphasis is placed on attitudes and behaviors of nurse aides working with the elderly and how to assist the elderly in maintaining the highest level of functioning possible. Topics include:

- \* Resident rights
- \* Proper handwashing
- \* Proper bedmaking
- \* Effective communication
- \* Safety issues
- \* Nutritional needs of the elderly
- \* How to manage emotional stress
- \* Body mechanics for safe lifting/transfers
- \* CPR Certification
- \* Death and dying
- \* Feeding the patient

COSTS: \$ 50.00 Application Fee  
\$585.00 Tuition (inc. insurance)

TOTAL: \$635.00

**ESTIMATED ADDITIONAL COSTS:**

Textbook book	\$ 40
Workbook	20
BCI check	45
State Testing	129
Uniforms	70
Shoes/hosiery	125
Watch	35
Mantoux	30

**Fees must be paid in full prior to the start of the class. If a company is paying for a student and cannot pay until the class is over, the student must pay the fees in full and request reimbursement by the company.**

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Unless a double payment has inadvertently been made, no refund will be issued to a student without the student first submitting a request in writing to the director explaining the extenuating circumstances and proof wherever possible. Any refunds that are ultimately issued may take two weeks to process.

**EQUAL EDUCATION OPPORTUNITY** – It is the policy of Tri-Rivers Center for Adult Education that educational programs and activities are provided without regard to race, color, national origin, gender, disability, or age.



**REGISTRATION/ENROLLMENT PROCESS**  
**Nurse Aide/Home Health Aide Training**  
**(740) 389-4681 ext. 110**

- 1) Complete the **application** and return it to the school. Pay the \$50 **non-refundable** fee.
- 2) Select a **pre-entrance test date** (refer to your packet of information) and show up for testing. Only students who have paid the application fee may sit for the test. If an application does not meet the necessary academic standards, he/she will be referred to remediation and may retest at a later date. A study guide is available for \$17.
- 3) Payment – **Full payment** must be submitted two weeks prior to the orientation session in order to reserve a spot in class. Contractual agreements are due by this time, also. Students are admitted based on application date, completion of the pre-entrance test and receipt of full payment.
- 4) Attend a **nurse aide orientation session** at Tri-Rivers. There is no make-up for orientation. If you miss the scheduled meeting, you will have to wait until the next class.
- 5) **Mantoux Test** (TB test) – State law requires that any person working in health care must have a two-step Mantoux test or chest x-ray proving him/her free of active TB. The applicant is responsible for having this done and presenting proof of same by the first day of class. This can be done at:
  - Marion County Health Department, 98 McKinley Park Drive, Marion, Mondays – 8:30 – 11:30 or 1 – 4 for a total of \$30 – (\$15 each test).
  - Occupational Health located at 1050 Delaware Ave, Marion, 8-12 or 1-5, M,T,W & F \$24 total (\$12 each test).
  - or contact your physician.If you have had this test within the last six months, you must present proof of same. If you have ever tested positive or had a reaction to TB testing, you should NOT take the Mantoux test, but have a chest x-ray and present a copy of the report as proof of testing. The school must have a copy of these results on file.
- 6) **Attendance:** The first 16 hours or first three days must be attended and be completed before clinical. If a student misses the first 16 hours, these hours will need to be made up before attending clinical. This will be done at the student's expense of \$30/hr. Hours may be made up in a scheduled class when available. Students who fail to meet the curriculum objectives (class/clinical hours) must make up these hours within 60 days to receive their certificate.

Note: If any day is missed due to school closing or cancellation, that day will be made up.

**OTHER INFORMATION**

1. A name tag will be provided for you.
2. A pen and pocket notebook is a good idea.
3. Arrive 10-15 minutes ahead of the class start time.
4. For clinical, there is no place to store purses, book bags, etc., so please leave these items locked in your cars. If you have a car with a trunk, that is the best place. If you do not drive, please ask one of your fellow students to let you leave your things in his/her car. Coats and jackets may be hung on the rack by the break room, however, you are responsible for your own property so it will be your decision whether or not you want to hang anything there. Lunch may be packed or purchased off premises.
5. Remember, we are at the clinical site to learn. Any questions, any problems should first be directed to your clinical instructor. Your clinical instructor is the person who is responsible for your clinical experience. You may be given directions or instructions from someone else that may not be in accord with what you have been taught in this class, for this reason check with your instructor **FIRST**.
6. There will be no clinical make-up days, therefore it is extremely important that you be present for clinical.



List any certificates or licenses you hold:

<u>Certificates/licenses</u>	<u>Expiration Date</u>	<u>Certificates/licenses</u>	<u>Expiration Date</u>
_____	_____	_____	_____
_____	_____	_____	_____

List present or last employer first. Include volunteer work.

Dates From/To	Company	Address, City, State	Job Title	Supervisor's Name

Military Experience:

To the best of my knowledge the information contained herein is true and complete. I understand that falsification of information on this application is grounds for dismissal from the program.

NOTE: A \$50.00 non-refundable application fee is required upon submitting the application form. The application will not be considered until the application fee is received.

\_\_\_\_\_  
Signature



## Nurse Aide Program Clinical Dress Code

**\* Students are required to purchase their own uniform.**

**\*\* Questions regarding uniforms should be directed to the classroom instructor.**

### **BOTTOMS**

Skirt or slacks must be white.  
NO sweat pants.  
NO stretch pants.  
NO knits or other clinging materials.

### **TOPS**

Tops must be uniform top, smock, shirt, or blouse.  
Must be white.  
NO sweaters.  
NO tee shirts (unless under smock or shirt).  
NO shirt tails hanging out. If it is a blouse or shirt, it must be tucked in.

### **SHOES**

Shoes do not have to be nursing shoes, but must be closed, sturdy, and white (unless approved by instructor).  
Shoes must be cleaned and polished. Laces must be clean.

### **SOCKS**

White hose may be worn, or flesh-colored hose.  
White anklets may be worn.

### **UNDERGARMENTS**

A full slip must be worn, or flesh-colored hose.  
NO bikini underwear.  
NO colored or printed undergarments.

### **HAIR**

The hair must be clean; must be worn back off of the face.  
If longer than collar-length, the hair must be pulled back and secured with a barrette or rubber band.

### **JEWELRY**

Only wedding bands may be worn.  
Pierced earrings may be worn; studs only.  
Clip earrings may be worn.  
NO dangling earrings; NO hoops.  
NO bracelets.  
NO chains or necklaces that hang outside your uniform.  
NO body piercing  
NO tattoos shall be exposed.

### **MAKE-UP**

Keep make-up simple. Remember, you're not going to a party or on a date.

### **OTHER**

NO nail polish.  
Nails must be short and clean.  
NO perfume or cologne.  
NO artificial nails.

## Nurse Aide

### Nature of the Work

Nurse aides help care for physically or mentally ill, injured, disabled, or infirm individuals confined to hospitals, nursing care facilities, and mental health settings.

**Nurse aides, also known as nursing assistants, geriatric aides, unlicensed assistive personnel, or hospital attendants, perform routine tasks under the supervision of nursing and medical staff. They answer patients' call lights, deliver messages, serve meals, make beds, and help patients eat, dress, and bathe. Aides also may provide skin care to patients; take their temperatures, pulse rate, respiration rate, and blood pressure; and help patients get in and out of bed and walk. They also may escort patients to operating and examining rooms, keep patients' rooms neat, set up equipment, store and move supplies, or assist with some procedures. Aides observe patients' physical, mental, and emotional conditions and report any change to the nursing or medical staff.**

Nursing aides employed in nursing care facilities often are the principal caregivers, having far more contact with residents than other members of the staff. Because some residents may stay in a nursing care facility for months or even years, aides develop ongoing relationships with them.

### Working Conditions

Most full-time aides work about 40 hours a week, but because patients need care 24 hours a day, some aides work evenings, nights, weekends, and holidays. Many work part time. Aides spend many hours standing and walking, and they often face heavy workloads. Because they may have to move patients in and out of bed or help them stand or walk, aides must guard against back injury. Aides also may face hazards from minor infections and major diseases, such as hepatitis, but can avoid infections by following proper procedures.

### Physical Conditions

Aides often have unpleasant duties, such as emptying bedpans and changing soiled bed linens. The patients they care for may be disoriented, irritable, or uncooperative. Approximately 75 percent or more of the time on job is spent inside. This occupation could require hazards. This occupation is considered medium work, which is lifting 50lbs. maximum with frequent lifting and/or carrying objects weighing up to 25 lbs. This occupation could require stooping, kneeling, crouching, and/or crawling.

### Employment

Nursing and home health aides held about 2.0 million jobs in 2002. Nursing aides held the most jobs – approximately 1.4 million. Around 2 in 5 nursing aides worked in nursing care facilities, and about one-fourth worked in hospitals.

### Job Outlook

Numerous job openings for nursing and home health aides will arise from a combination of fast employment growth and high replacement needs. High replacement needs in this large occupation reflect modest entry requirements, low pay, high physical and emotional demands, and lack of opportunities for advancement. For these same reasons, many people are unwilling to perform the kind of work required by the occupation. Therefore, persons who are interested in, and suited for, this work should have excellent job opportunities.

Overall employment of nursing and home health aides is projected to grow faster than the average for all occupations through the year 2012, although individual occupational growth rates will vary.

Nursing aide employment will not grow as fast as home health aide employment, largely because nursing aides are concentrated in slower growing nursing care facilities. Nevertheless, employment of nursing aides is expected to grow faster than the average for all occupations in response to an increasing emphasis on rehabilitation and the long-term care needs of an increasing elderly population. Financial pressures on hospital to discharge patients as soon as possible should produce more admissions to nursing care facilities. Modern medical technology also will increase the employment of nursing aides, because, as the technology saves and extends more lives, it increase the need for long-term care provided by aides.

### Earnings

Median hourly earnings of nursing aides, orderlies, and attendants were \$9.59 in 2002. The middle 50 percent earned between \$8.06 and \$11.39 an hour. The lowest 10 percent earned less than \$6.98, and the highest 10 percent earned more than \$13.54 an hour. Median hourly earnings in the industries employing the largest numbers of nursing aides, orderlies, and attendants in 2002 were as follows:

Employment services	\$11.38	General medical and surgical hospitals	\$10.09
Local government	\$10.33	Nursing care facilities	\$ 9.27
Community care facilities for the elderly	\$ 8.98		

Nursing aides in hospitals generally receive at least 1 week's paid vacation after 1 year of service. Paid holidays and sick leave, hospital and medical benefits, extra pay for late-shift work, and pension plans also are available to many hospital, and some nursing care facility, employees.



**2006 – 2007  
TEST DATES**

**WORKKEYS**

and

**EMT Basic Knowledge**

Please mark your 1<sup>st</sup> and 2<sup>nd</sup> choice.

**NET TEST**

Please mark your 1<sup>st</sup> and 2<sup>nd</sup> choice.

**TUESDAYS**

**Arrive by 3:30 pm**

Test finished by 7:30 pm

\_\_\_ September 12

\_\_\_ December 12

**FRIDAYS**

**Arrive by 8:00 am**

Test  
finished by 12:00  
pm

\_\_\_ October 6

\_\_\_ November 10

**2007**

\_\_\_ March 13

\_\_\_ June 12

\_\_\_ January 12

\_\_\_ February 9

\_\_\_ April 13

\_\_\_ May 4

**SATURDAYS**

Arrive by 9:00 am

**Test finished by 12:30 pm**

\_\_\_ September 9

\_\_\_ October 14

\_\_\_ November 11

\_\_\_ December 2

**2007**

\_\_\_ January 13

\_\_\_ February 10

\_\_\_ March 3

\_\_\_ April 14

\_\_\_ May 5

Please indicate your 1<sup>st</sup> and 2<sup>nd</sup> choices by marking 1 and 2 under each test—NET and Workkeys. If there is no more room available in your 1<sup>st</sup> test session, you will receive a phone call from the school, noting your second choice. Otherwise, plan on attending your first choice.

Applicants wishing to purchase a study guide, may do so by stopping by our office. The NET study guide is \$42. Workkeys study guides are \$17 for EACH test. You may purchase any one or all of the guides.

Mark these dates on your personal calendar. **BE ON TIME.** Once the door closes, late arrivals *will not be admitted*. You will not be admitted to testing without a driver's license or photo ID. Please do not wear heavy perfume or cologne to testing. This or other kinds of distractions may be cause for dismissal from the test session.

Students who need to reschedule may do so by calling **48 hours in advance**. Otherwise, additional test sessions will be an additional fee.

If a student does not pass a test the first time, it is our strong recommendation, that there is remedial training or a study guide purchased before sitting for a second test session.

Students who need to retake the NET, must take the ENTIRE test at the rate of \$30. Workkeys tests may be retaken as individual tests at a cost of \$15 for each test each time a test is taken. Retakes must be scheduled by calling 740-389-4681, ext. 110 and receiving full payment in advance of the test date.

IT IS THE APPLICANT'S RESPONSIBILITY TO KEEP OUR OFFICE INFORMED OF ANY CHANGES IN ADDRESS OR PHONE NUMBER.



**2006 – 2007  
TEST DATES  
Independent Study**

**ABLE**

**1 Workkeys Test**

**EMT Basic Knowledge**

**MONDAYS  
7:30 – 9:00 AM**

**TUESDAYS  
3:30 – 5:30 PM**

**SATURDAYS  
8:00 AM**

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July 10, 17, 24, 31

August 7, 14, 21, 28

September 11, 18, 25

September 5, 19, 26

September 9

October 2, 9, 16, 23, 30

October 3, 10, 17, 24, 31

October 14

November 6, 13, 20, 27

November 7, 14, 21, 28

November 11

December 4, 11, 18

December 5, 19

December 2

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**2007**

January 8, 22, 29

January 9, 16, 23, 30

January 13

February 5, 12, 26

February 6, 13, 20, 27

February 10

March 5, 12, 19

March 6, 20

March 3

April 2, 9, 16, 23, 30

April 3, 10, 17, 24

April 14

May 7, 14, 21

May 1, 8, 15, 22, 29

May 5

June 4, 11, 18, 25

June 5, 19, 26

Report to the Modular Classroom, just outside the adult education entrance (green awning) at the northwest area of the career center, 10 minutes before test time. Please be prompt. Nurse Aide and Basic EMT students must have submitted an application form and the non-refundable fee in order to sit for the exam. Registration is preferred to ensure a seat. Photo ID or driver's license is required to test.